

## Guidance Document

The Board of Pharmacy, with the Board of Nursing concurring, finds that the term "administer", as defined in § 54.1-3401, can be reasonably interpreted to include the advance preparation or "set up" of medications to be administered to patients provided such advance preparation is performed only by a person licensed to dispense or administer drugs (medical practitioner, pharmacist, registered nurse, licensed practical nurse, or physician assistant) and the advance preparation is reasonably concurrent with the actual administration and should not extend beyond the next scheduled dosage administration.

However, if the advance preparation is to assist a patient, living in a private residence, in the administration of drugs which would normally be self administered, including insulin, such advance preparation shall not exceed a fourteen (14) day supply.

If the advance preparation is to assist in the administration of medications to students during a single-day field trip, such advance preparation shall not be made prior to the last working day before the day of the field trip and shall not exceed a one-day supply. Any packaging used in such advance preparation shall include the student's name and any other appropriate student identifier; physician's name; drug name and strength, and quantity; and appropriate directions for administration. For any field trip which is longer than one day in length, a student's prescription medication should be provided by the student's parent or guardian in a properly labeled prescription vial which has been dispensed from a pharmacy and, for oral medications, which contains only the quantity needed for the duration of the field trip.

Adopted by the Board of Pharmacy on June 11, 1998  
The Board of Nursing concurred July 21, 1998